

Associate Information Systems Analyst (Specialist)

PUBLIC EMPLOYEES' RETIREMENT SYSTEM

PERS-HRD-88 (Rev. 7/89)

POSITION DUTY STATEMENT

PLEASE WRITE JOB #6712/PC IN THE JOB TITLE SECTION OF YOUR STATE APPLICATION (STD 678).

INSTRUCTIONS: The Executive Officer is required by

Government Code Section 18805 to report (or to record) "...material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the proportion of total work time occupied. Prepare copies for employee assigned to the position and his/her supervisor.

Title of Position

Associate Information Systems Analyst (Specialist)

Division and/or Subdivision

Information Technology Services Branch

Location of Headquarters

400 P Street, Sacramento, CA

Class Title of Position

Associate Information Systems Analyst (Specialist)

Position Number

812-1470-723(2542)

Effective Date

March 2, 2010

Percent
Of
Time
Required

Under general direction of Production Control, Senior Information Systems Analyst (Supervisor), the Associate Information Systems Analyst will perform complex tasks in support of multi-function information processing systems, activities and related tasks associated with CalPERS production processing systems on the **evening shift**.

45%

Perform complex analysis tasks on projects and systems as it relates to project planning, project organization, project control, project leadership, and project conclusion.

Test the development of new, complex systems in a wide variety of environments. Work with users and programming staff to identify test conditions sufficient to validate that the hardware and/or software is operating according to documented user requirements.

Evaluate requests for new or revised production systems and recommend changes or alternatives as needed ensuring all new systems in the Production Control Unit meet the Data Processing Standards and requirements by testing these systems before implementation into production.

Maintain and update Production Control policies and procedures for new and existing systems by making sure an updated copy is kept available to all staff.

Develop, document and revise standards for workflow processes, SAR and JCL

Communicate and work effectively with user representatives and system development project leaders in evaluating the impact of new or revised applications/production systems. Interact with customers, vendors and all levels of ITSD technical support; demonstrating good interpersonal skills

15%

Primary contact person on the **evening shift** for the Investment Accounting Reconciliation (IAR) system which includes:

- System Administrator providing support for Event Control Server (ECS) or any scheduling tool used for the IAR system for batch job execution across multi-platforms (NT, UNIX).
- Providing Operations and Production Services support for the manual and automated IAR nightly processes running on Windows NT servers.
- Lead person, performing tasks, which includes system and functional testing, and validating products before implemented into production.
- Creating, modifying, and updating run-sheets for production processing.
- Scheduling, executing and monitoring the batch jobs through Vinzant (Sentry).

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	<ul style="list-style-type: none">• Maintaining and updating manual and automated procedures.• Transferring knowledge of system to staff.• Providing a daily turnover log to management and staff.
30%	<p>Conduct technical training for the various tools used by the Production Staff</p> <p>Train the production staff on any new systems or enhancements by developing comprehensive training plans.</p> <p>Primary contact for the Information Systems Analysts and Programmers during the testing process</p>
10%	<p>Review and provide support on outstanding help desk tickets to insure issues/problems are solved in a timely manner</p> <p>Maintain production technical manuals/documentation and review changes with staff</p> <p>Other duties as required</p>
